



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SUPERVISING PUBLIC HEALTH MICROBIOLOGIST

Class No. 004348

■ CLASSIFICATION PURPOSE

To direct a section of microbiologists in the public health laboratory; to act as a consultant on test result interpretations; to train subordinate staff; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This class is the first line supervisor in the Public Health Microbiologist series. This class is allocated only to the Health and Human Services Agency, Public Health Laboratory. The Supervising Public Health Microbiologist is directly responsible for the operation and staff of a section in the laboratory and performs duties in the absence of the Chief, Public Health Laboratory.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Directs, plans, assigns and evaluates the work of staff in a section of the Public Health Laboratory.
2. Develops laboratory techniques and procedures.
3. Develops and maintains quality controls.
4. Performs complex laboratory work in microbiological testing.
5. Analyzes and interprets microbiological and virological data.
6. Compiles statistical data.
7. Maintains records.
8. Writes reports.
9. Checks laboratory work for proper handling of specimens.
10. Checks laboratory reports for accuracy and completeness.
11. Interviews job applicants and recommends those to be hired.
12. Trains staff.
13. Prepares and updates procedures and training manuals.
14. Prepares and presents lectures and poster sessions at scientific meetings and training classes.
15. Performs all work following established safety practices.
16. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Principles and theories of microbiology.
- Laboratory applications of microbiology.
- Information sources for microbiology.
- Methods of isolation and identification of micro-organisms from human, environmental, and consumable sources.
- Methods and procedures for identifying antigens and antibodies present in body fluids and tissues.
- Methods of training employees on basic job related skills, such as culture and staining techniques and reporting criteria of test procedures and organisms.
- Laboratory quality assurance methods.
- Laboratory equipment, operation, and repair.
- Supervisory techniques and principles of personnel management.
- Laws applicable to laboratory activities.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Read, write, comprehend, and speak English well.
- Operate, maintain, and perform minor repairs and adjustments to laboratory equipment.
- Techniques and procedures to isolate pathogenic organisms and identify antigens and antibodies in body fluids and tissues.
- Organize time and materials well.
- Prepare procedure manuals and statistical reports.
- Develop and maintain a quality assurance program.
- Supervise and train subordinate personnel.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

A bachelor's degree from an accredited college or university with a major in Medical or Public Health Bacteriology, Microbiology or a related field, AND, at least five (5) years of recent experience performing highly complex microbiology tests, one (1) year of which must have been in a public health laboratory and must have included one (1) year of lead work experience.

**Note:** A Master's degree in Microbiology or Public Health or a closely related life science (e.g. Chemistry, Biology, etc.) may be substituted for two years of experience.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent sitting. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, repetitive use of hands, simple grasping, power grasping, reaching above and below shoulder level, and lifting and carrying up to 50 pounds.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

Must possess a valid Public Health Microbiologist Certificate issued by the State of California, Department of Health Services.

#### Working Conditions

Incumbents are exposed to pathogenic organisms, acids, and caustic and volatile chemicals. Must be willing to be immunized against infectious agents encountered in the laboratory including Hepatitis B and rabies, and to have pertinent skin tests, X-rays and blood tests. Incumbents work around automated instruments, operate foot controls or use repetitive foot movements on the hand washing sinks, use face shields and respirators, and work with bio-hazards such as human and environmental specimens.

#### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

#### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: December 24, 1979**

**Revised: March 9, 2000**

**Reviewed: Spring 2003**

**Revised: June 14, 2004**

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Supervising Public Health Microbiologist (Class No. 004348)

Union Code: MM

Variable Entry: Y